

STATE OF MARYLAND

EXECUTIVE DEPARTMENT

MARTIN O'MALLEY

GOVERNOR



ANTHONY G. BROWN

LIEUTENANT GOVERNOR

STATE OFFICE BUILDING, 15TH FLOOR
301 WEST PRESTON STREET
BALTIMORE, MARYLAND 21201

GOVERNOR'S OFFICE ON SERVICE AND VOLUNTEERISM

MAIN NUMBER 410-767-1216
FAX 410-333-5957
TTY 410-333-5181
TOLL FREE 1-800-321-VOLS
www.GOSV.maryland.gov

****Hiring Now: Deadline to Apply is August 15, 2014****

★★ Job Announcement ★★

**Governor's Office on Service and Volunteerism (GOSV)
PROGRAM OFFICER**

Background:

The GOSV Program Officer will work closely with the Director and a Program Officer to manage the GOSV's program portfolio, assisting in the development of an annual monitoring plan, management of monitoring and reporting activities, and overseeing compliance of grant agreements, regulations, and policies. Current programs include AmeriCorps and Volunteer Generation Fund.

Responsibilities:

This is a full-time position. Core duties will include:

- Select and monitor grantees (application review and award negotiation, site visits, monitoring reports, and continuous improvement coaching)
- Support GOSV grantee monitoring plan for grantees – reporting, site visits, fiscal analysis
- Manage GOSV grantee site visit calendar – annual plan, preparation, completion, after action reports and follow-up
- Document and report on program and member issues
- Monitor all AmeriCorps regulations and distribute to grantees
- Support grant-making and outreach activities of the Governor's Commission on Service and Volunteerism

Salary and Benefits:

Commensurate with experience; full State of Maryland benefits

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Qualifications:

- Minimum Bachelor's degree in relevant subject
- Extensive knowledge of and experience with use of technology to manage communications and program information
- Ability to learn quickly and implement a wide range of policy and regulatory guidance
- Strong task completion and project management experience
- Extraordinary attention to detail
- Excellent verbal and written communication skills
- Access to reliable transportation

To Apply:

Submit cover letter, resume, and three professional references to:

Maureen K. Eccleston

Director, Governor's Office on Service and Volunteerism

maureen.eccleston@maryland.gov

Deadline to Apply:

August 15, 2014

Start Date:

Early October 2014